Sample Letter

Request from You (IRA Plan Owner) to IRA Administrator for Charitable Distribution

[Date]

[IRA Administrator Name]
[IRA Administrator Address]

Re**:** Request for Charitable Distribution from Individual Retirement Account

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my Individual Retirement Account # _____, as provided by the Protecting Americans from Tax Hikes Act of 2015.

Please issue a check in the amount of $_____ [*not to exceed $100,000*] payable to Dakota State University Foundation and mail it to:

Dakota State University Foundation
820 Washington Ave N
Madison, SD 57042

Dakota State University Foundation's tax identification number is 23-7299995.

In your transmittal to the DSU Foundation, please include my name and address as the donor of record in connection with this distribution. Please copy me on your transmittal.

It is my intention to have this transfer qualify for the 20__ tax year. Therefore, it is imperative that this distribution be postmarked no later than December 31, 20__.

If you have any questions or need to contact me, I can be reached at _____ [provide your telephone number or email address].

Thank you for your assistance in this matter.

Sincerely,

_____

Your Name
Your Address